



## **Administrative and Submittal Requirements FAQs**

### **1. When is submittal of an application and fee required for the installation of infrared car door reopening device?**

**Answer:** SPS 318.1013 (3) (b), Table 318.1013-4, Item 7 requires submittal of application and fee prior to the installation of an infrared type car door reopening device when:

1. the new reopening device is installed to replace an existing mechanical reopening device, and
2. the elevator is equipped with any type of fire-fighters emergency operation (fire service). Elevators not equipped with fire-fighters emergency operation do not require submittal of application and fee, approval or immediate inspection of the installation of the infrared device. The inspection of the installation of a reopening device on such elevators will occur as part of the next annual inspection.

Please remember installation of these devices must comply with applicable requirements whether the installation requires approval and immediate inspection or does not. The installation of the device shall comply with all applicable codes including the following:

ASME A17.1, 8.7.2.13 and ICC/ANSI A117.1, 407.3.3 for proper operation of the device.

ASME A17.1, 8.6.1.4.1 and SPS 318.1708(2)(b) for recording of the work in the maintenance record.

NEC 620.22 for proper wiring of the device, not on a circuit required to be separate or dedicated for other purposes.

If approval to install is required, the elevator contractor should contact the inspector identified on the plan approval letter to schedule the inspection. Installation and inspection must be coordinated so the elevator may be returned to service upon completion of the inspection.

This will remain the department's position until the department accepts a change or later interpretation to this code requirement.

### **2. What are the required licensing fees for Elevator Inspectors, Elevator Mechanics and Elevator Contractors in Wisconsin?**

**Answer:** Please visit this link to see all the [elevator \(conveyance\) fees](#), terms and CE's required per SPS 305.02 and 305.06. [Link to Chapter SPS 305](#).